User Documentation
For

Interest Computing Program

Of Taxes Due & Refunds Payable

Used By All Of KRC

Developed By Division of Information Technology,
Systems Development Branch, ADT
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Interest Computation Program
User Documentation

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1.0 An Overview of Interest Computing Program

1.1 General Overview

Welcome to the new, web-based Interest Computing (IC) Program! The function of the IC program has not changed--it works basically just like the old program. You will notice that there have been changes made to the appearance of the screens, and that there is a similar tool bar menu from which to open the screens and perform certain functions.

In addition, since this program uses web-based technology, the IC program ensures consistency in it's output. This IC program has one centralized table of interest rates, unlike the old IC program, whereas each PC maintained a separate table. Also, since this IC program is established on KRC's IntrAnet , more affectionately known as RevWeb, only KRC employees have access. This document explains each screen and function in detail, and outlines the steps to be taken when using the web-based IC program (version 1.0).

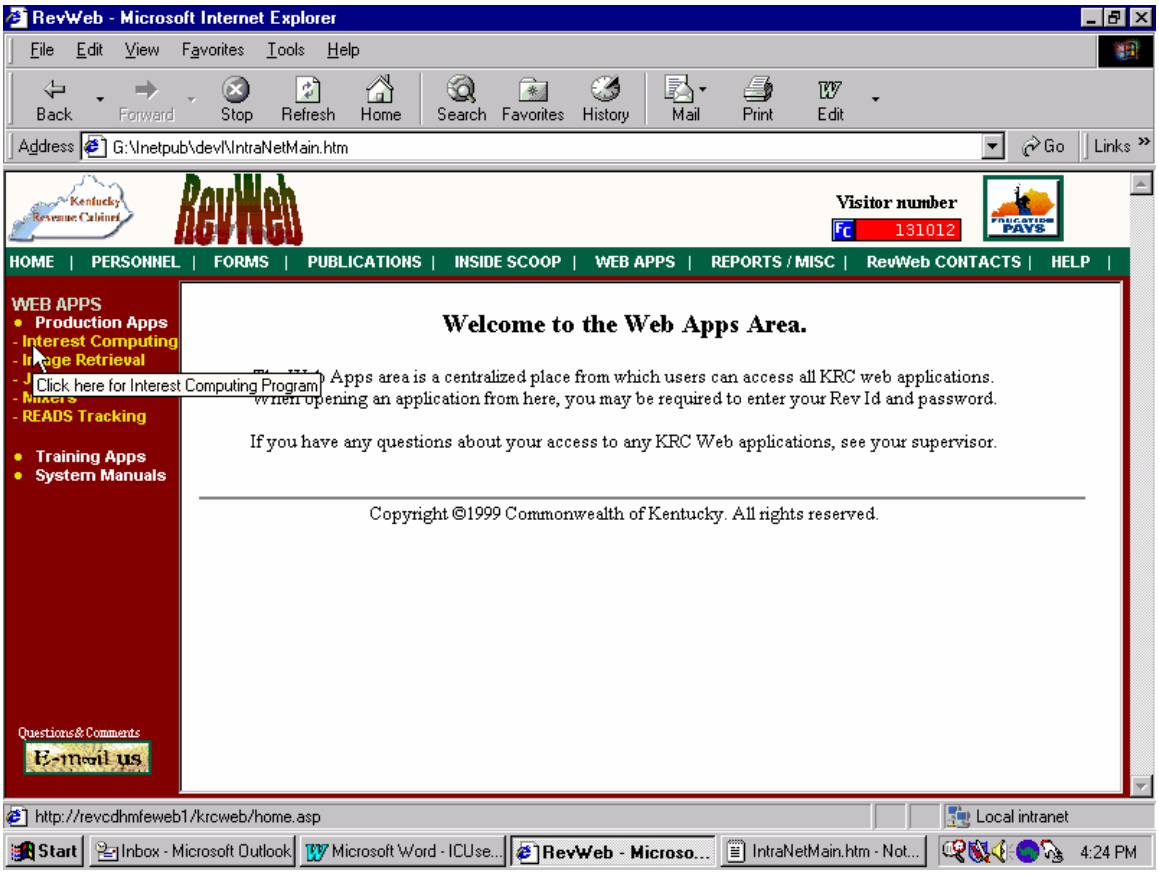
For more information on the system features of the IC program, see the following section, 1.2 –Outline Of System Features.

For general user assistance with this program please contact Jennifer Cheek In DOIT at 564-6033, ext. 4806 or email to Jennifer.Cheek@Mail.State.KY.US . For technical assistance with this program please contact Brad Carroll at 564-6033, extension 4800 or send an email to Brad.Carroll@Mail.State.KY.Us .

1.2 Outline of System Features

The IC program enables you to compute interest on tax and refunds due, including all appropriate penalties and dates. Because it is a menu item off RevWeb (KRC's IntrAnet), only KRC staff can access it. Also, it is run by using Microsoft's Internet Explorer (IE). You are enabled to generate screen prints of the input and output screens and information thereon by clicking the Print icon from the IE main tool bar.

To launch the IC program, first start RevWeb. However, the "Web Apps' menu is not displayed when RevWeb is initially loaded. Next, click on "Web Apps" in the green, horizontal main menu of RevWeb. Then click on "Interest Computing" in the maroon, vertical "WEB APPS" sub-menu on the left. See below for more information on how to launch the IC program.



2.0 Using the IC Program Main Menu and Screens

2.1 IC Program Main Menu

After double-clicking the RevWeb icon on your desktop, the RevWeb Main Menu screen appears, as shown on the previous page. However the “Web Apps” menu is not displayed when RevWeb is initially loaded. Click on “Web Apps”, then “Interest Computing” in the left column to start the IC program.

At this point, you will see the main menu of the IC program. The Main Menu displays five choices across the screen. These choices are:

- **Average Interest Due On Sales & Use Or Severance Tax**
- **Compute Interest On Past Due Taxes**
- **Interest Payable On Sales & Use Tax Or Severance Tax Audit Refunds**
- **Compute Interest Payable On Refunds**
- **Exit**

The below is a screen print of the IC main screen that is seen upon launching the program:

Main Menu Interest Computing Program - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print Edit
Address http://revfo2iis1/InterestProgram/MainMenu.html
Go Links
KENTUCKY REVENUE CABINET
INTEREST COMPUTING PROGRAM MENU
AVERAGE INTEREST DUE ON SALES & USE OR SEVERANCE TAX
COMPUTE INTEREST ON PAST DUE TAXES
INTEREST PAYABLE ON SALES & USE TAX OR SEVERANCE TAX AUDIT REFUNDS
COMPUTE INTEREST PAYABLE ON REFUNDS
EXIT
Done
Local intranet
Start
Inbox - Microsoft Outlook
Exploring - G:\Uploads\Re...
Main Menu Interest C...
3:14 PM

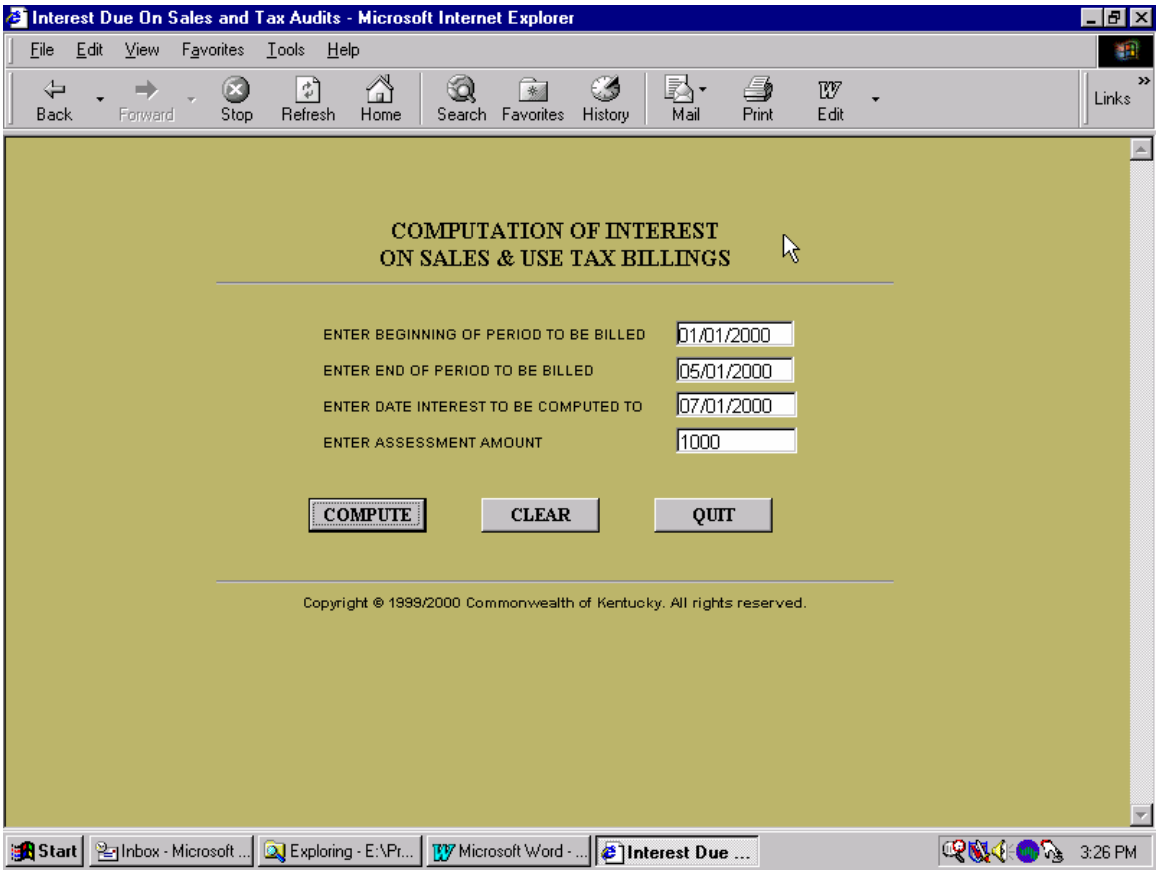
2.1.1 Average Interest Due On Sales & Use Or Severance Tax

When you click on the button with this above name from the IC Main Menu you see the input screen (aka SCREEN 1) with empty fields to accept your entries as appropriate to compute the tax. Type the information as appropriate and click the compute button to see the output screen.

COMPUTE

The following are examples of the input and output screens.

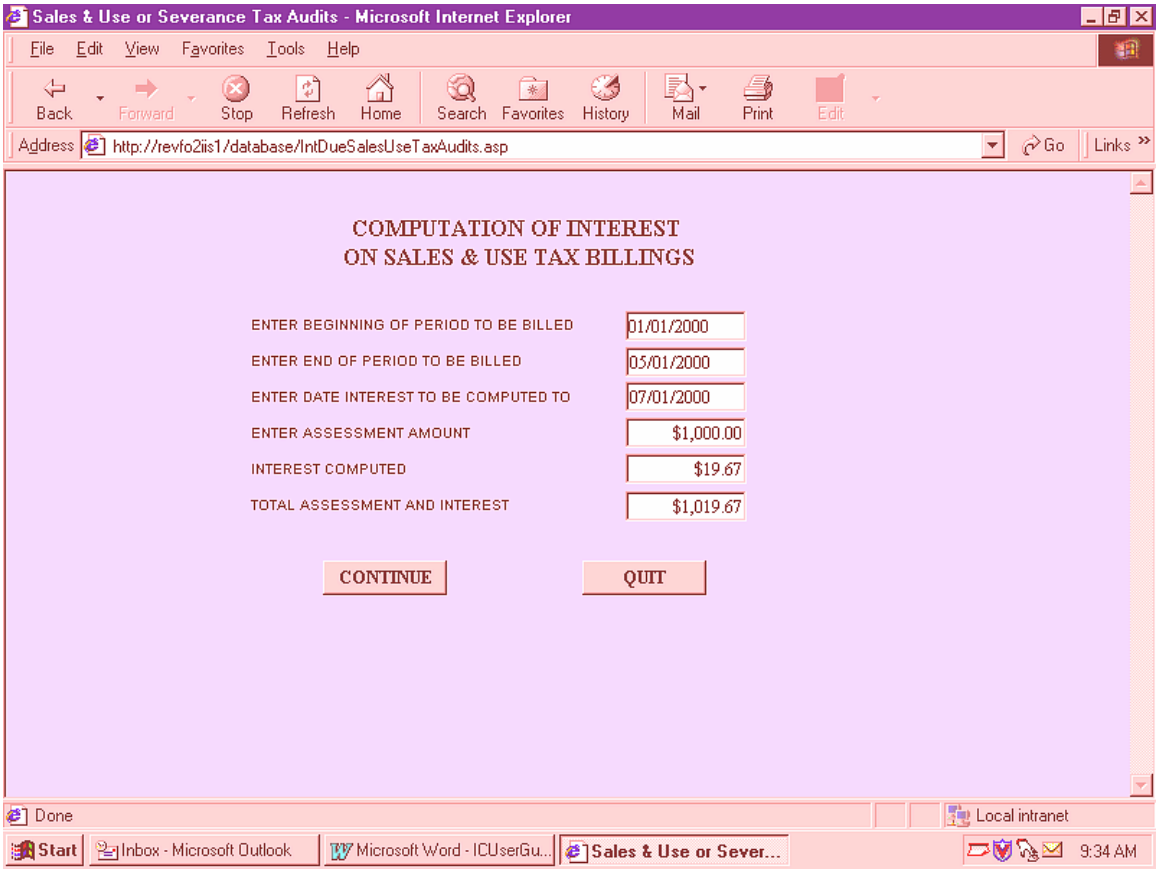
2.1.1.1 Screen 1 – Input Screen



This input screen is loaded with the fields clear. However, the above sample reflects data already entered in the fields and you are prepared to compute the interest and amount due in this instance. For more details on the input field definitions and requirements, see Section 3.0 – Field Help For Screens.

For details on the function of the command buttons seen above, see Section 2.2 Input Screens Command Buttons.

2.1.1.2 Screen 1 – Output Screen



This above sample of this output screen reflects data in the fields using the criteria entered in the corresponding input screen. For more details on the output field definitions and requirements, see Section 3.0 – Field Help For Screens.

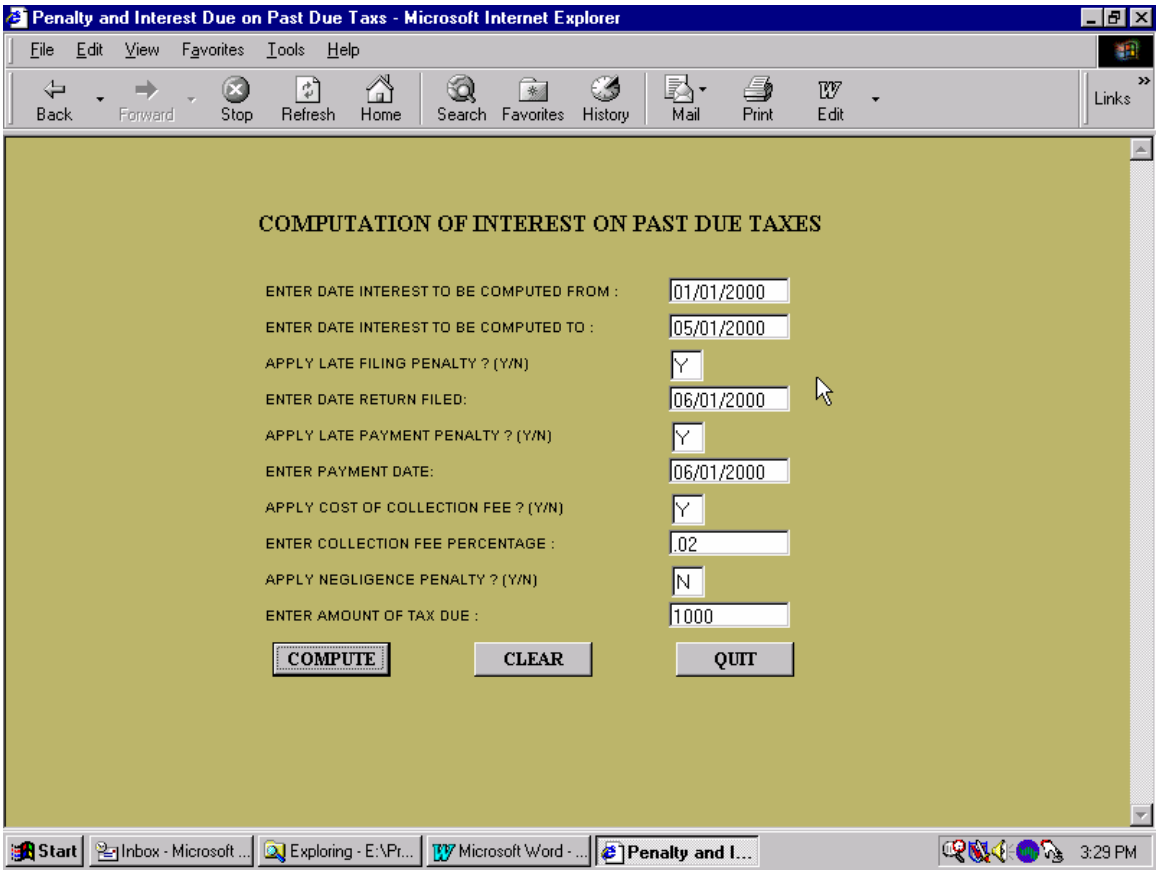
For details on the function of the command buttons seen above, see Section 2.3 Output Screens Command Buttons.

2.1.2 **Compute Interest On Past Due Taxes**

When you click on the above named button from the IC Main Menu you see the input screen (aka SCREEN 2) with empty fields to accept your entries from which to compute the total tax due. Type the information as appropriate and click the Compute button (or hit the Tab key to highlight the Compute button and hit Enter) to see the output screen.

The following are examples of the input and output screens.

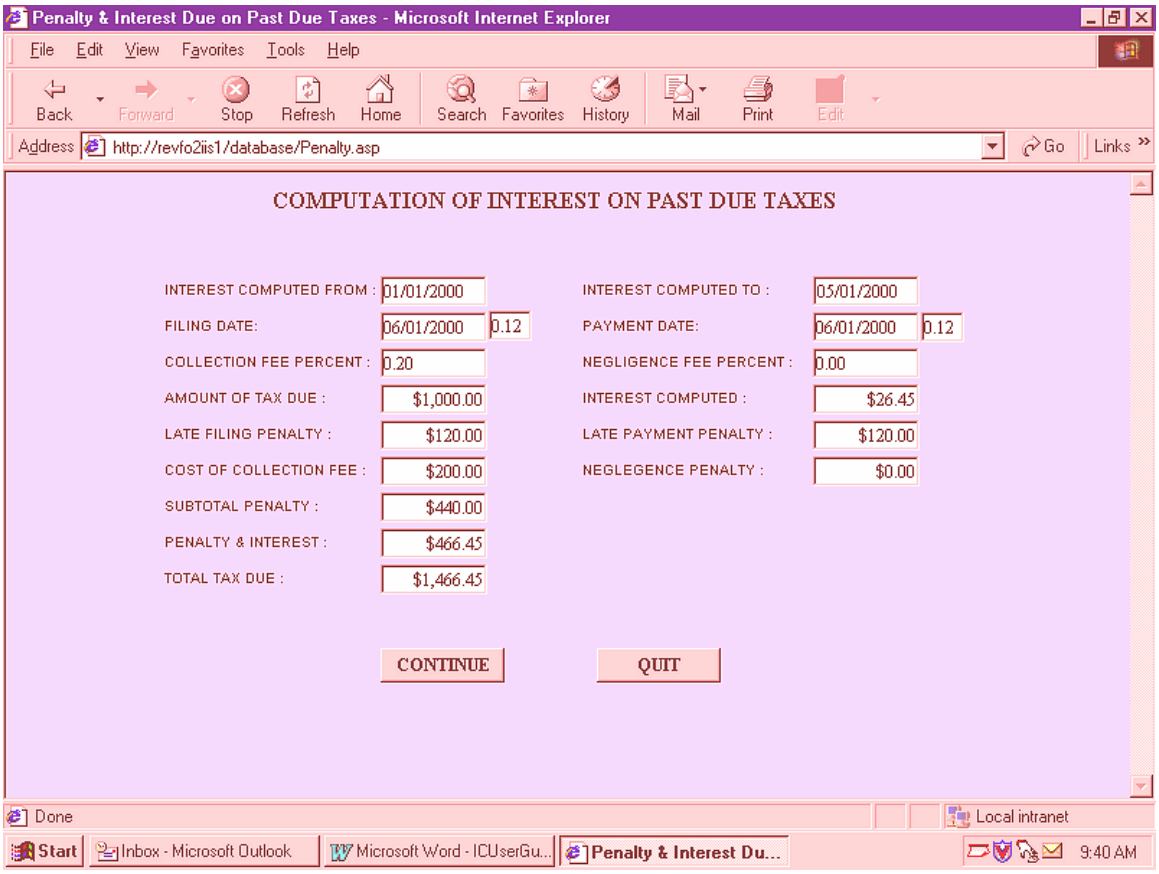
2.1.2.1 Screen 2 – Input Screen



This input screen is loaded with the fields clear. However, the above sample reflects data already entered in the fields, prepared to compute the interest and amount due in this instance. For more details on the input field definitions and TO BE REPLACED….requirements, see Section 3.0 – Field Help For Screens.

For details on the function of the command buttons seen above, see Section 2.2 Input Screens Command Buttons.

2.1.2.2 Screen 2- Output Screen



This above sample of this output screen reflects data in the fields using the criteria entered in the corresponding input screen. For more details on the output field definitions and requirements, see Section 3.0 – Field Help For Screens.

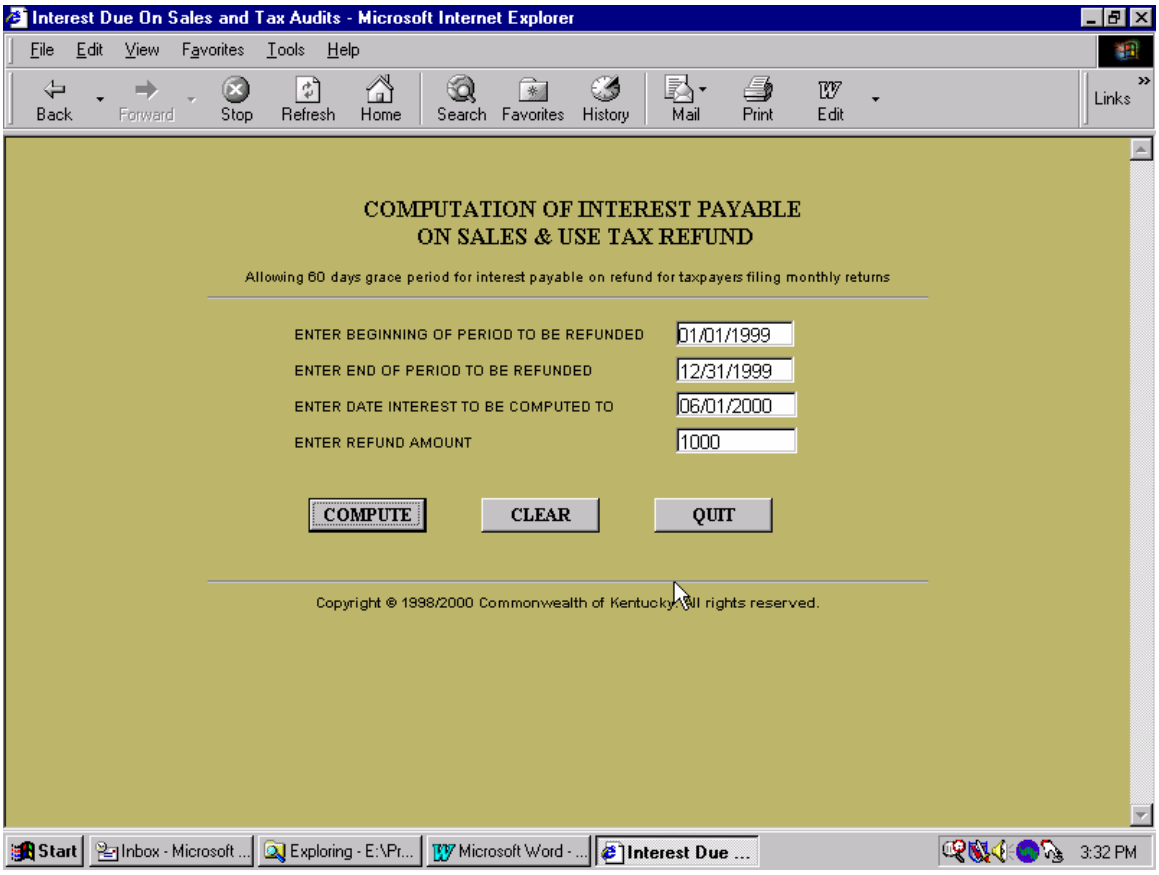
For details on the function of the command buttons seen above, see Section 2.3 Output Screens Command Buttons.

2.1.3 **Interest Payable On Sales & Use Tax Or Severance Tax Audit Refunds**

When you click on the above named button from the IC Main Menu you see the input screen (aka SCREEN 3) with empty fields to accept your entries as appropriate to compute the total tax due. Type the information as appropriate and click the Compute button (or hit the Tab key to highlight the Compute button and hit Enter) to see the output screen.

The following are examples of the input and output screens.

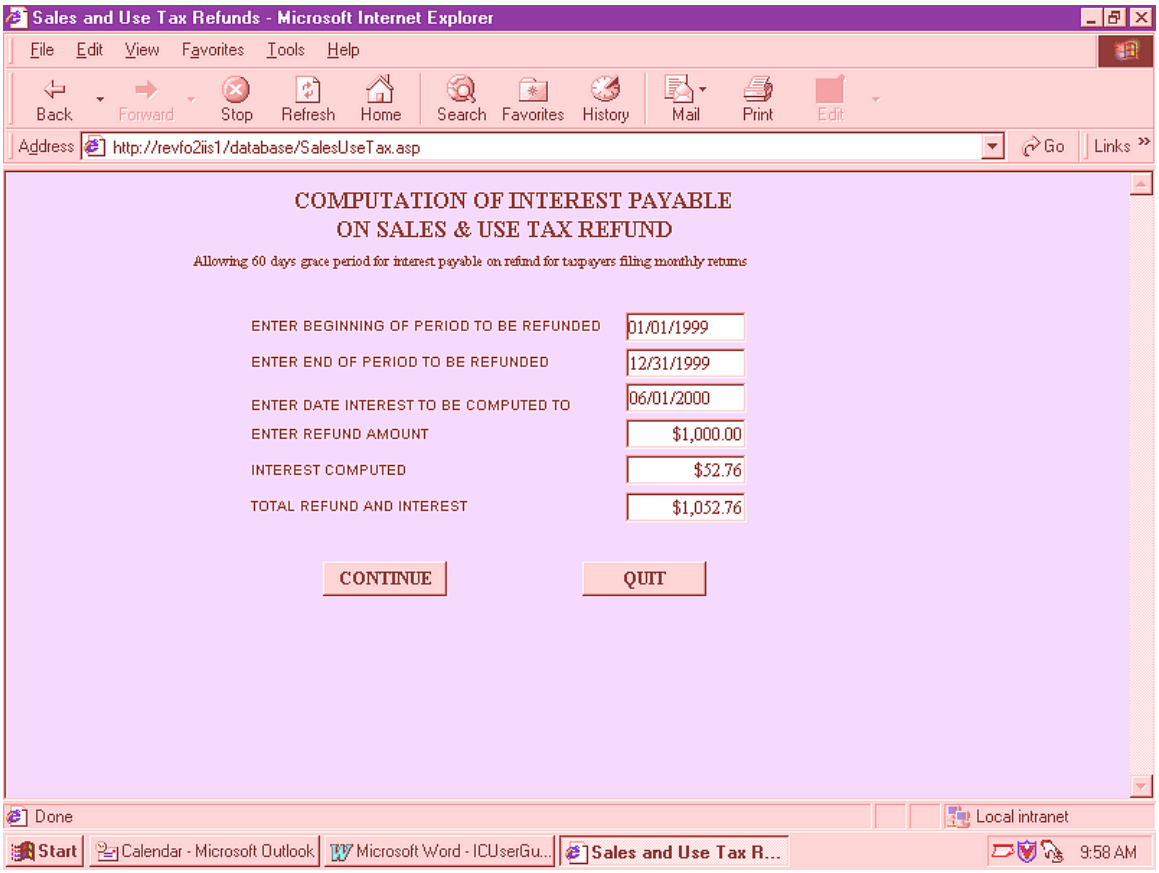
2.1.3.1 Screen 3 – Input Screen



This input screen is loaded with the fields clear. However, the above sample reflects already entered data in the fields, prepared to compute the interest and amount payable in this instance. For more details on the input field definitions and requirements, see Section 3.0 – Field Help For Screens.

For details on the function of the command buttons seen above, see Section 2.2 Input Screens Command Buttons.

2.1.3.2 Screen 3 – Output Screen



This above sample of this output screen reflects data in the fields using the criteria entered in the corresponding input screen. For more details on the output field definitions and requirements, see Section 3.0 – Field Help For Screens.

For details on the function of the command buttons seen above, see Section 2.3 Output Screens Command Buttons.

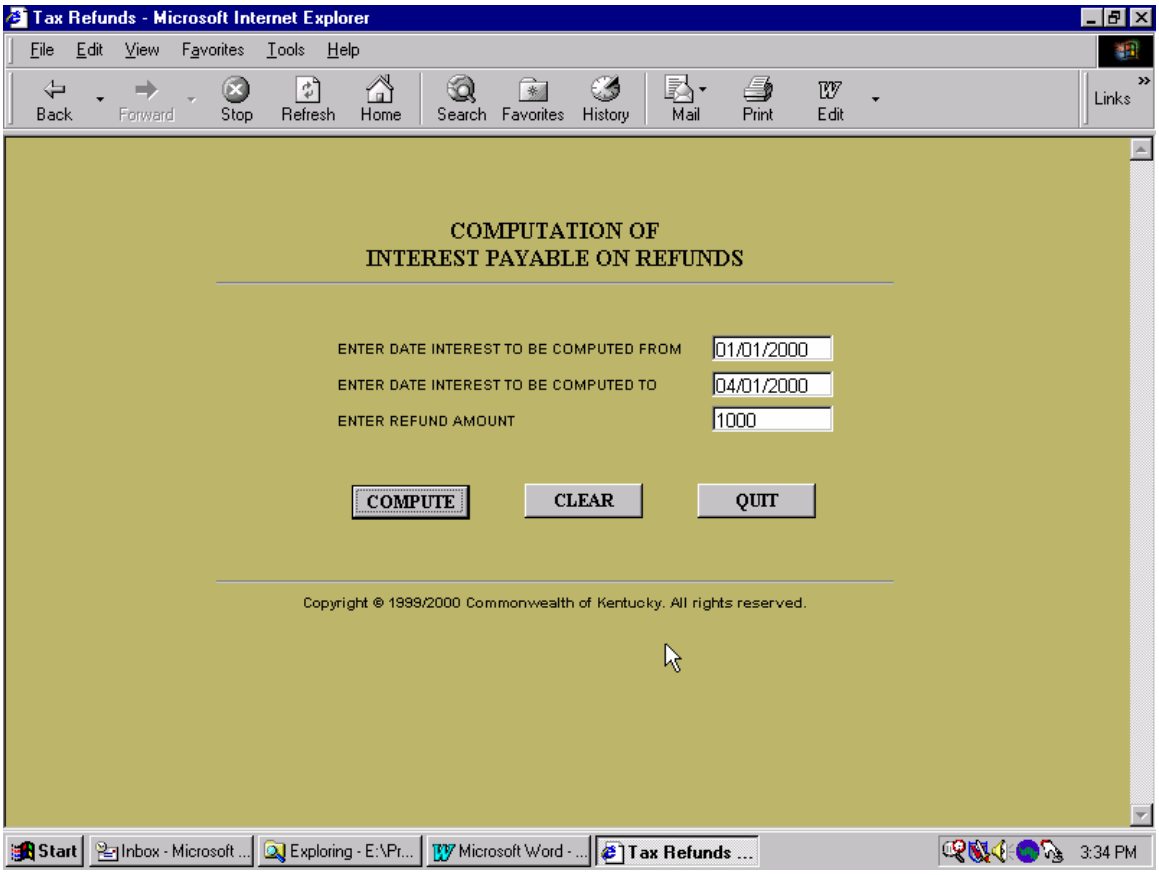
2.1.4 **Compute Interest Payable On Refunds**

When you click on the above named button from the IC Main Menu you see the input screen (aka SCREEN 4) with empty fields to accept your entries from which to compute the total tax due. Type the information as appropriate and click the Compute button (or hit the Tab key to highlight the Compute button, then hit Enter) to see the output screen.

COMPUTE

The following are examples of the input and output screens.

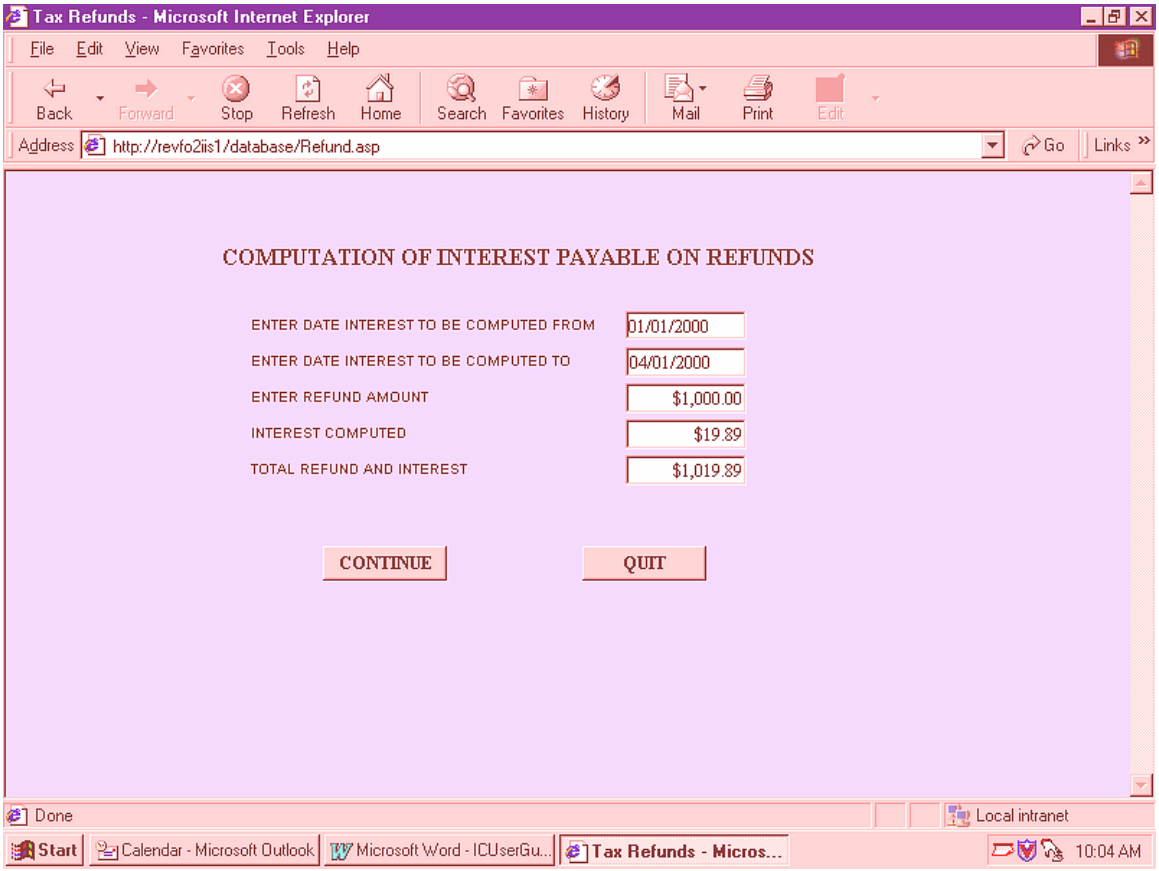
2.1.4.1 Screen 4 – Input Screen



This input screen is loaded with the fields clear. However, the above sample reflects data already entered in the fields, prepared to compute the interest and amount payable in this instance. For more details on the input field defintions and requirements, see Section 3.0 – Field Help For Screens.

For details on the function of the command buttons seen above, see Section 2.2 Input Screens Command Buttons.

2.1.4.2 Screen 4 – Output Screen



This above sample of this output screen reflects data in the fields using the criteria entered in the corresponding input screen. For more details on the output field definitions and requirements, see Section 3.0 – Field Help For Screens.

For details on the function of the command buttons seen above, see Section 2.3 Output Screens Command Buttons.

2.1.5 When You Click On **Exit**

The IC program will close and return you to RevWeb.

2.1.6 Data Entry Tools When Using The IC Program Screens

Every screen is designed to be maneuvered with the mouse as well as with the use of the Tab and Enter keys on the keyboard. However, depending on your use of the keyboard style, the IC program can be maneuvered using the mouse.

There are instances were the use of your mouse is necessary. Merely point and click the left mouse button to select the field or command button.

The Tab or the Enter keys (either on the right numeric keypad or above the Shift key) will also maneuver the cursor from field to field. Plus the pressing of these keys validates the contents of the field that you are exiting. Also, the Tab key highlights the command buttons and the Enter initiates the highlighted command button.

For more details to better work these screens, see the following sections.

2.1.6.1. Automatic Movement & Input

After an input date field has been entered, the cursor will automatically move to the next input field (i.e., after entering the (8^{th}) eighth number in an input date field). However, if you choose to only enter the (6) six-digit date (i.e. MMDDYY) you must hit the Tab or one of the Enter keys to command the IC program to populate the remainder of the field. In either case the IC program also affixes the forward slash marks as appropriate.

2.1.6.2. Default Values

There are only (2) two default values in the IC program input screens. This is a default "N" (No) value in the "Apply Negligence Penalty? (Y/N)" field on the Computation Of Interest On Past Due Taxes input screen (aka Screen 2). However, there aren't any default values in the "Apply Late Filing Penalty? (Y/N)", "Apply Late Payment Penalty? (Y/N)", or "Apply Cost Of Collection Fee? (Y/N)" fields on this Screen 2.

Also, a default value of "0.2" (20%) is initiated on Screen 2 in the "Enter Collection Fee Percentage" field. Should you ever need to alter these default values on the input Screen 2, merely use mouse or keys to select the field. Delete the current value then type to new value.

2.1.6.3. Future Computations

Also when dealing with future dates or dates with the default (.99) interest rate, the IC program will continue to compute the amount in such future circumstances. However, a warning is displayed on the output screen when computing interest in a future circumstance. For example, if you currently input a future date and compute an amount, the IC program will display "From 2001 Interest Is Computed @ 0.99 Default Rate."

For more details to better work these screens, see the following sections.

2.2 Input Screens Command Buttons

Once the appropriate data is entered, click on

The following describes the function of these buttons on the input screen:

Command Button Named...	When Clicked…
COMPUTE	the IC program will use the input fields data and calculate the output as appropriate. Also, you may hit the Tab key until this button is highlighted, then hit the Enter key to initiate this command.
CLEAR	the IC program will clear all the input fields data and allow you to begin entering the data again without closing the input screen. Enter the data in the input fields and click the COMPUTE button to calculate the output. Also, you may hit the Tab key until this button is highlighted, then hit the Enter key to initiate this command.
QUIT	the IC program will return you to the IC Main Menu Screen. Also, you may hit the Tab key until this button is highlighted, then hit the Enter key to initiate this command.

Every screen is designed to be maneuvered with the mouse –or- the use of the Tab and Enter keys on the keyboard. See the previous section 2.1.6 – Data Entry Tools When Using The IC Program Screens for more explanation. For more details to better use the IC program output screens, see the following sections.

2.3 Output Screens Command Buttons

Once the calculated information is displayed and you are satisfied with the results, click on:

The following describes the function of these buttons on the output screens:

Command Button Named...	When Clicked…
CONTINUE	the IC program will return you to the SAME input screen and NOT clear all the input fields data. This command button allows you to begin entering the data again without closing the input screen. When you arrive back at the input screen, enter or edit the data in the input fields and click the COMPUTE button to calculate the output. Also, you may hit the Tab key until this button is highlighted, then hit the Enter key to initiate this command.
QUIT	the IC program will return you to the IC Main Menu Screen and leave this main area. Also, you may hit the Tab key until this button is highlighted, then hit the Enter key to initiate this command.

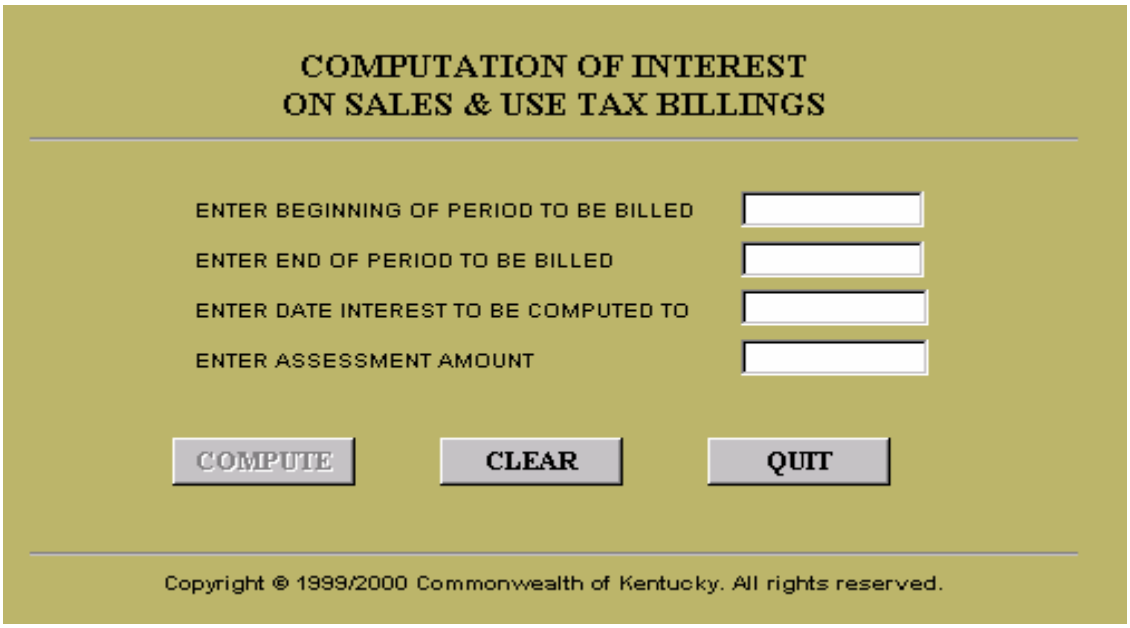
Every screen is designed to be maneuvered with the mouse –or- the use of the Tab and Enter keys on the keyboard. See previous section 2.1.6 – Data Entry Tools When Using The IC Program Screens for more explanation. For more details to better work these screens, see the following:

3.0 Field Help for Screens

Every screen is designed to be maneuvered with the mouse as well as the use of the Tab and Enter keys on the keyboard. See the previous section 2.1.6 – Data Entry Tools When Using The IC Program Screens for more explanation –or- for more details to better work these screens, see the below:

3.1 Field Help For Input Screens

3.1.1 Screen 1 – Input



The function of each field on this screen is explained below:

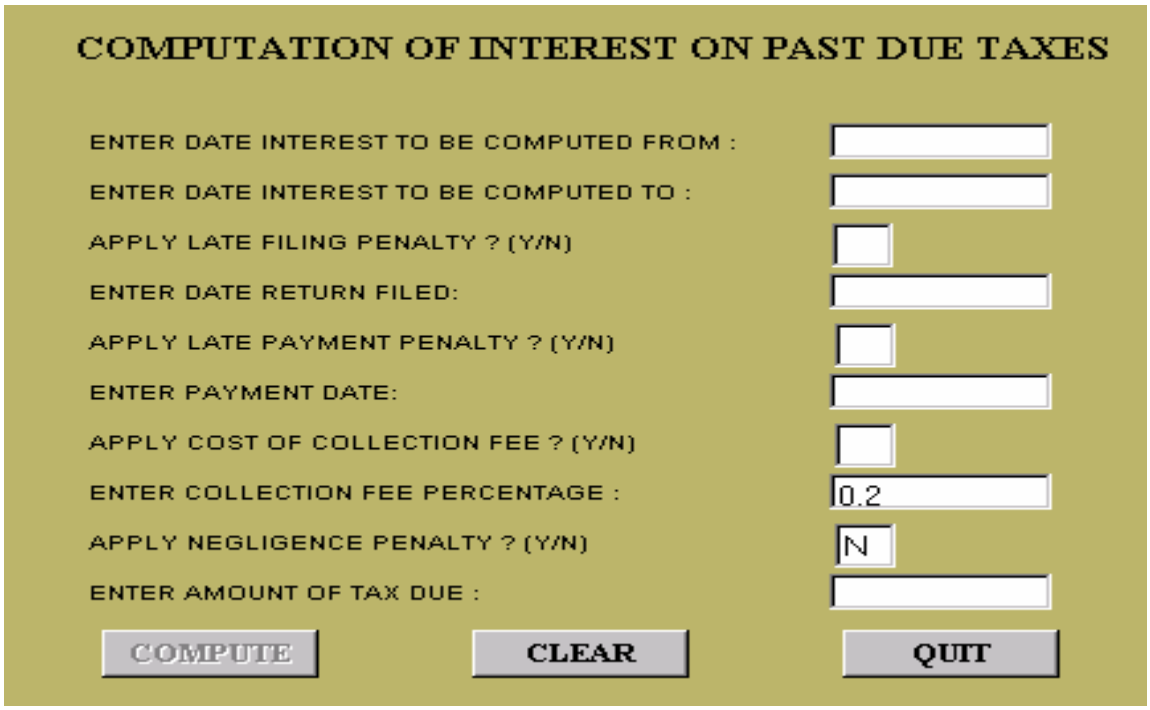
Screen Item	User Action	Action Result
COMPUTATION OF INTEREST ON SALES & USE TAX BILLINGS (AKA Screen 1 – Input Screen)	Select **AVERAGE INTEREST DUE ON SALES & USE OR SEVERANCE TAX** button from the IC Main Menu screen	The Screen 1 – Input Screen is initiated with four (4) fields required (or mandatory) to compute the results of this selection. If you enter this screen by choosing the Continue command button from the corresponding output screen, the contents of the ___ fields remain. However, click or hit Enter on the Clear button to give you cleared fields. If you want to change only a certain field, highlight the contents, then delete the contents therein. Now you may re-type the input

		field(s) and click Compute as normal. Once you've entered the full eight (8) digit date, the cursor will automatically move to the next field. Also, when entering either the 6 or 8 digit date format, the IC program will add slash marks to the numbers entered to create a formatted date.
"Enter Beginning Of Period To Be Billed"	Display/Type	This is a mandatory field. Enter the beginning six (6) [or full eight (8)] digit date of which this computation applies in the MMDDYY [or MMDDYYYY] format. For example, enter 010199 for the date of January 1st of 1999. Else, this message will display: *"Please enter a valid month / day / or year"*. After you have entered the date the first time, for each subsequent click of the Compute button, this date will remain the same as long as you click the Continue button from corresponding output screen. Once you click the Clear –or- Quit button from this input screen, this field is cleared.
"Enter End Of Period To Be Billed"	Display/Type	This is a mandatory field. Enter the ending six (6) [or full eight (8)] digit date of which this computation applies in the MMDDYY [or MMDDYYYY] format. For example, enter 123199 for the date of December 31st of 1999. Else, this message will display: *"Please enter a valid month / day / or year".* Also, if this date is NOT greater than the beginning, this message will display: *"Please Enter An Ending Period Greater Than Beginning Period"*. After you have entered the date the first time, for each subsequent click of the Compute button, this date will remain the same as long as you click the Continue button from the corresponding output screen. Once you click the Clear –or- Quit button from this input screen, this field is cleared.
"Enter Date Interest To Be Computed To"	Display/Type	This is a mandatory field. Enter the six (6) [or full eight (8)] digit date of which this computation applies in the MMDDYY [or MMDDYYYY] format. For example, enter 123199 for the date of December 31st of 1999. Else, this message will display: *"Please enter a valid month / day / or year"*. Also, if this date is NOT greater than the beginning period, this message will display: "*Please Enter An Ending Period Greater Than Beginning Period*". If this date is NOT at least 20 days greater than ending period, this message will display: *"Date Interest To Be Computed To Is Before The Due Date Of Last Period Return"*. After you have entered the date the first time, for each subsequent click of the Compute button, this date will remain the same as long as you click the Continue button from the corresponding output screen. Once

		you click the Clear –or- Quit button from this input screen, this field is cleared.
"Enter Assessment Amount"	Display/Type	This is a mandatory field. Enter the dollar amount (with or without the decimal) of which this computation applies. After you have entered the dollar amount the first time, for each subsequent click of the Compute button, this amount will **NOT** remain if as you clicked the Continue button from the corresponding output screen. Once you click the Clear –or- Quit button from this input screen, this field is cleared. Also, if this dollar ($) amount is NOT entered appropriately, this message will display: "*Please Enter A Valid Numeric Assessment Amount"*.

For details on the functions of the command buttons at the bottom of this screen, see Section 2.2 – Input Screens Command Buttons.

3.1.2 Screen 2 - Input



The function of each field on this screen is explained below:

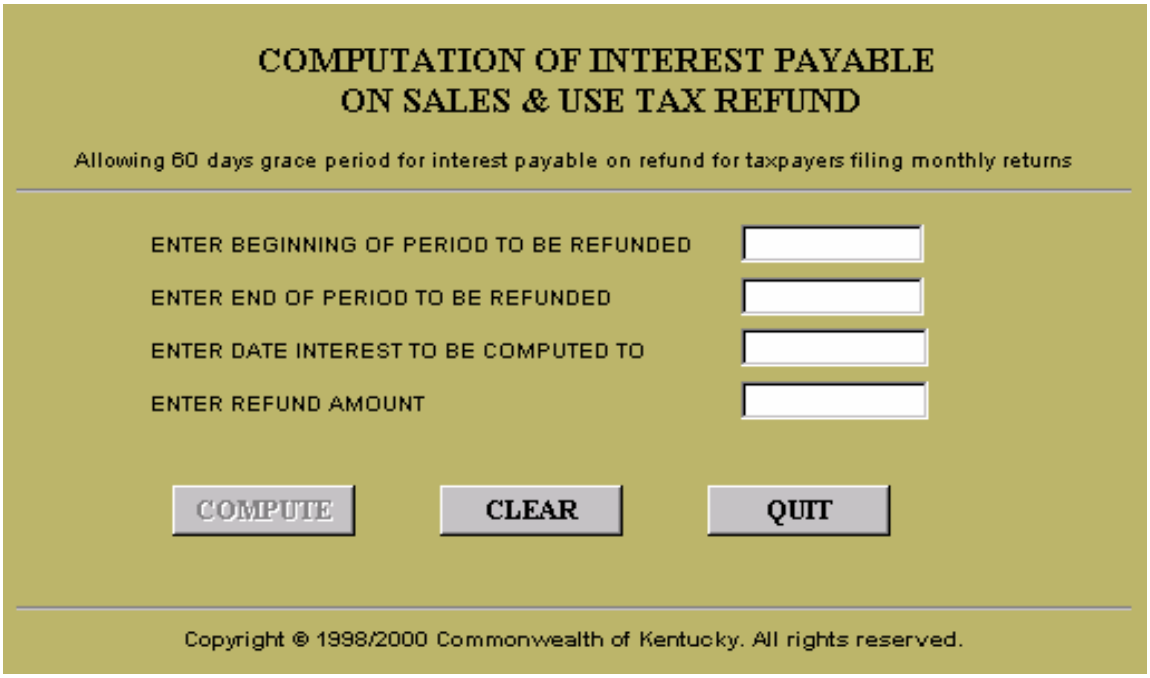
Screen Item	User Action	Action Result
COMPUTATION OF INTEREST ON PAST DUE TAXES (AKA Screen 2 – Input Screen)	Select **COMPUTE INTEREST ON PAST DUE TAXES** button from the IC Main Menu screen	The Screen 2 – Input Screen is initiated with ten (10) blank fields. However, two (2) of these fields are initiated with default figures. See the below screen item descriptions for more for details. If you enter this screen by choosing the Continue command button from the corresponding output screen, the contents of the top nine (9) fields remain. However, click or hit Enter on the Clear button to give you all cleared fields. If you want to change only a certain field, select the fields then delete the contents therein. Now you may re-type the input field(s) and click Compute as normal. Once you've entered the full eight (8) digit date, the cursor will automatically move to the next field. Also, when entering either the 6 or 8 digit date format, the IC program will add slash marks to the numbers entered to create a formatted date.
"Enter Date Interest To Be Computed From:"	Display/Type	This is a mandatory field. Enter the beginning six (6) [or full eight (8)] digit date of which this computation applies in the MMDDYY [or MMDDYYYY] format. For example, enter 010199 for the date of January 1st of 1999. Else, this message will display*: "Please enter a valid month / day / or year"*. This screen **includes** the day you entered in the computation. For example, the date you enter in "Enter Date Interest To Be Computed From" **will** be included in the computation results. This means if the Due Date is 12/20/2000 and you want interest to begin accruing from 12/21/2000, then enter 12/21. Else, if you want the interest to begin accruing on 12/20, then enter 12/20. After you have entered the date the first time, for each subsequent click of the Compute button, this date will remain the same as long as you click the Continue button from corresponding output screen. Once you click the Clear –or- Quit button from this input screen, this field is cleared.
"Enter Date Interest To Be Computed To:"	Display/Type	This is a mandatory field. Enter the ending six (6) [or full eight (8)] digit date of which this computation applies in the MMDDYY [or MMDDYYYY] format. For example, enter 123199 for the date of December 31st of 1999. Else, this message will display: *"Please enter a valid month / day / or year".* Also, if this date is NOT greater than the beginning, this message will display: *"Please Enter An Ending Period Greater Than Beginning Period"*.

		After you have entered the date the first time, for each subsequent click of the Compute button, this date will remain the same as long as you click the Continue button from the corresponding output screen. Once you click the Clear –or- Quit button from this input screen, this field is cleared.
"Apply Late Filing Penalty? (Y/N)"	Display/Type	This is a mandatory field. Enter the single alpha character that represents the Yes/No answer in the Y (y) –or- N(n) format. For example, enter Y to apply this penalty. Also, if your entry is Y, then the cursor will stop in the next field. Else, the cursor will skip the "Enter Date Return Filed" and stop at the next penalty question. After you have entered the Y –or- N the first time, for each subsequent click of the Compute button, this application will remain the same as long as you click the Continue button from the corresponding output screen. Once you click the Clear –or- Quit button from this input screen, this field is cleared.
"Enter Date Return Filed"	Display/Type	This is a mandatory field if you answered Y in the previous field. Enter the six (6) [or full eight (8)] digit date of which this computation applies in the MMDDYY [or MMDDYYYY] format. For example, enter 123199 for the date of December 31st of 1999. Else, this message will display: "Please enter a valid month / day / or year". After you have entered the date the first time, for each subsequent click of the Compute button, this date will remain the same as long as you click the Continue button from the corresponding output screen. Once you click the Clear –or- Quit button from this input screen, this field is cleared.
"Apply Late Payment Penalty? (Y/N)"	Display/Type	This is a mandatory field. Enter the single alpha character that represents the Yes/No answer in the Y (y) –or- N(n) format. For example, enter Y to apply this penalty. Also, if your entry is Y, then the cursor will stop in the next field. Else, the cursor will skip the "Enter Payment Date" and stop at the next penalty question. After you have entered the Y –or- N the first time, for each subsequent click of the Compute button, this date will remain the same as long as you click the Continue button from the corresponding output screen. Once you click the Clear –or- Quit button from this input screen, this field is cleared.
"Enter Payment Date:"	Display/Type	This is a mandatory field if you answered Y in the previous field. Enter the six (6) [or full eight (8)] digit date of which this computation applies in the MMDDYY [or MMDDYYYY] format. For example, enter 123199

		for the date of December 31st of 1999. Else, this message will display: "Please enter a valid month / day / or year". After you have entered the date the first time, for each subsequent click of the Compute button, this date will remain the same as long as you click the Continue button from the corresponding output screen. Once you click the Clear –or- Quit button from this input screen, this field is cleared.
"Apply Cost Of Collection Fee? (Y/N)"	Display/Type	This is a mandatory field. Enter the single alpha character that represents the Yes/No answer in the Y (y) –or- N(n) format. For example, enter Y to apply this penalty. Also, if your entry is Y, then the cursor will stop in the next field. Else, the cursor will skip the "Enter Collection Fee Percentage" and stop at the next penalty question. After you have entered the Y –or- N the first time, for each subsequent click of the Compute button, this date will remain the same as long as you click the Continue button from the corresponding output screen. Once you click the Clear –or- Quit button from this input screen, this field is cleared.
"Enter Collection Fee Percentage:"	Display/Type	This field initiates with 0.2 (20%) value by default. You may merely Tab to the next field to accept this amount. However, you may alter this by deleting and re-entering the new percentage in a decimal format. For example, enter 0.1 for 10% to apply this penalty percentage. Also, if you elect to not apply the collection percentage at all, then answer N (No) to the "Apply Cost Of Collection Fee" question.
"Apply Negligence Penalty? (Y/N)"	Display/Type	This field initiates with a N (No) value by default. You may merely Tab to the next field to accept this assessment. However, you may alter this by deleting and re-entering the Y (Yes) value.
"Enter Amount Of Tax Due"	Display/Type	This is a mandatory field. Enter the dollar amount (with or without the decimal) of which this computation applies. After you have entered the dollar amount the first time, for each subsequent click of the Compute button, this amount will **NOT** remain if you click the Continue button from the corresponding output screen. Once you click the Clear –or- Quit button from this input screen, this field is also cleared. Also, if this dollar ($) amount is NOT entered appropriately, this message will display: "*Please Enter A Valid Numeric Tax Amount"*.

For details on the functions of the command buttons at the bottom of this screen, see Section 2.2 – Input Screens Command Buttons.

3.1.3 Screen 3 – Input



The function of each field on this screen is explained below:

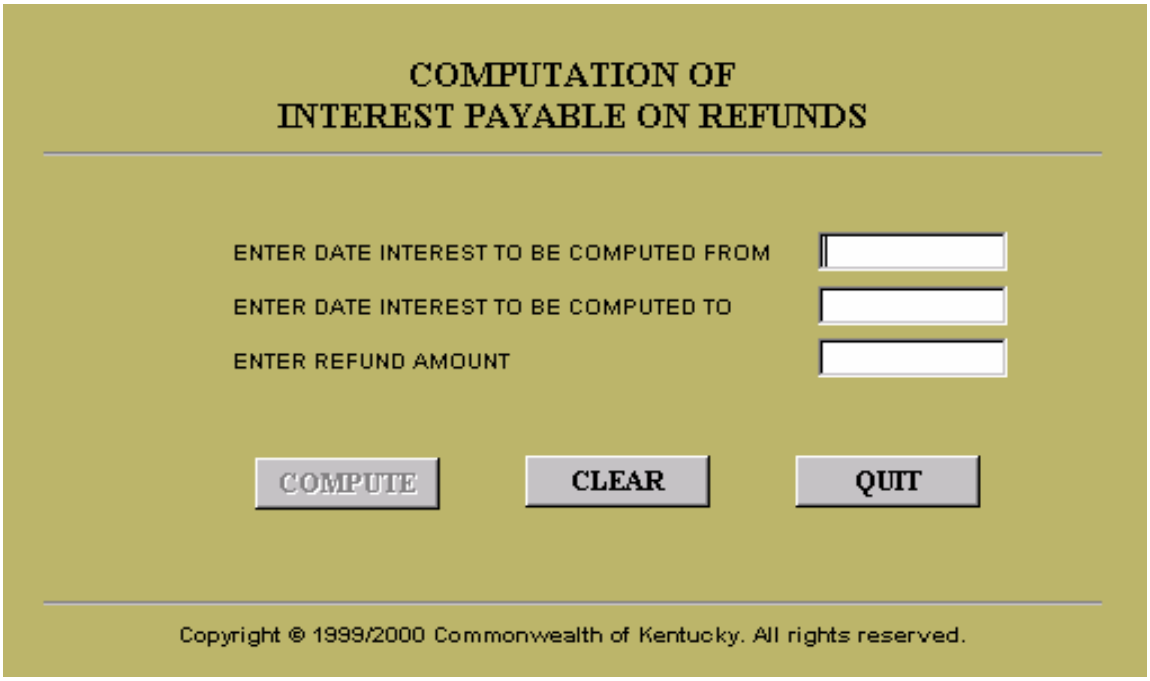
Screen Item	User Action	Action Result
COMPUTATION OF INTEREST PAYABLE ON SALES & USE TAX REFUND (AKA Screen 3 – Input Screen)	Select **INTEREST PAYABLE ON SALES & USE TAX OR SEVERANCE TAX AUDIT REFUNDS** button from the IC Main Menu screen	The Screen 3 – Input Screen is initiated with four (4) fields required (or mandatory) to compute the results of this selection. If you enter this screen by choosing the Continue command button from the corresponding output screen, the contents of the top three (3) fields remain. However, click or hit Enter on the Clear button to give you all cleared fields. If you want to change only a certain field, select the contents then delete the contents therein. Now you may re-type the input field(s) and click Compute as normal. Once you've entered the full eight (8) digit date, the cursor will automatically move to the next field. Also, when entering either the 6 or 8 digit date format, the IC program will add slash marks to the numbers entered to create a formatted date.
"Enter Beginning Of Period To Be Refunded"	Display/Type	This is a mandatory field. Enter the beginning six (6) [or full eight (8)] digit date of which this computation applies in the MMDDYY [or MMDDYYYY] format. For example, enter 010199 for the date of January 1st of 1999. Else, this message will display: *"Please enter a valid month / day / or year"*.

		After you have entered the date the first time, for each subsequent click of the Compute button, this date will remain the same as long as you click the Continue button from corresponding output screen. Once you click the Clear –or- Quit button from this input screen, this field is cleared.
"Enter End Of Period To Be Refunded"	Display/Type	This is a mandatory field. Enter the ending six (6) [or full eight (8)] digit date of which this computation applies in the MMDDYY [or MMDDYYYY] format. For example, enter 123199 for the date of December 31st of 1999. Else, this message will display: *"Please enter a valid month / day / or year".* Also, if this date is NOT greater than the beginning, this message will display: *"Please Enter An Ending Period Greater Than Beginning Period"*. After you have entered the date the first time, for each subsequent click of the Compute button, this date will remain the same as long as you click the Continue button from the corresponding output screen. Once you click the Clear –or- Quit button from this input screen, this field is cleared.
"Enter Date Interest To Be Computed To"	Display/Type	This is a mandatory field. Enter the six (6) [or full eight (8)] digit date of which this computation applies in the MMDDYY [or MMDDYYYY] format. For example, enter 123199 for the date of December 31st of 1999. Else, this message will display: *"Please enter a valid month / day / or year"*. Also, if this date is NOT greater than the beginning period, this message will display: "*Please Enter An Ending Period Greater Than Beginning Period"*. If this date is NOT at least 20 days greater than ending period, this message will display: *"Date Interest To Be Computed To Is Before The Due Date Of Last Period Return"*. After you have entered the date the first time, for each subsequent click of the Compute button, this date will remain the same as long as you click the Continue button from the corresponding output screen. Once you click the Clear –or- Quit button from this input screen, this field is cleared.
"Enter Refund Amount"	Display/Type	This is a mandatory field. Enter the dollar amount (with the decimal if cents) of which this computation applies. After you have entered the dollar amount the first time, for each subsequent click of the Compute button, this amount will **NOT** remain if you clicked the Continue button from the corresponding output screen. Once you click the Clear –or- Quit button from this input screen, this field is also cleared. Also, if this dollar ($) amount is NOT entered appropriately, this message will display: "*Please Enter*

		A Valid Numeric Assessment Amount".

For details on the functions of the command buttons at the bottom of this screen, see Section 2.2 – Input Screens Command Buttons.

3.1.4 Screen 4 - Input



The function of each field on this screen is explained below:

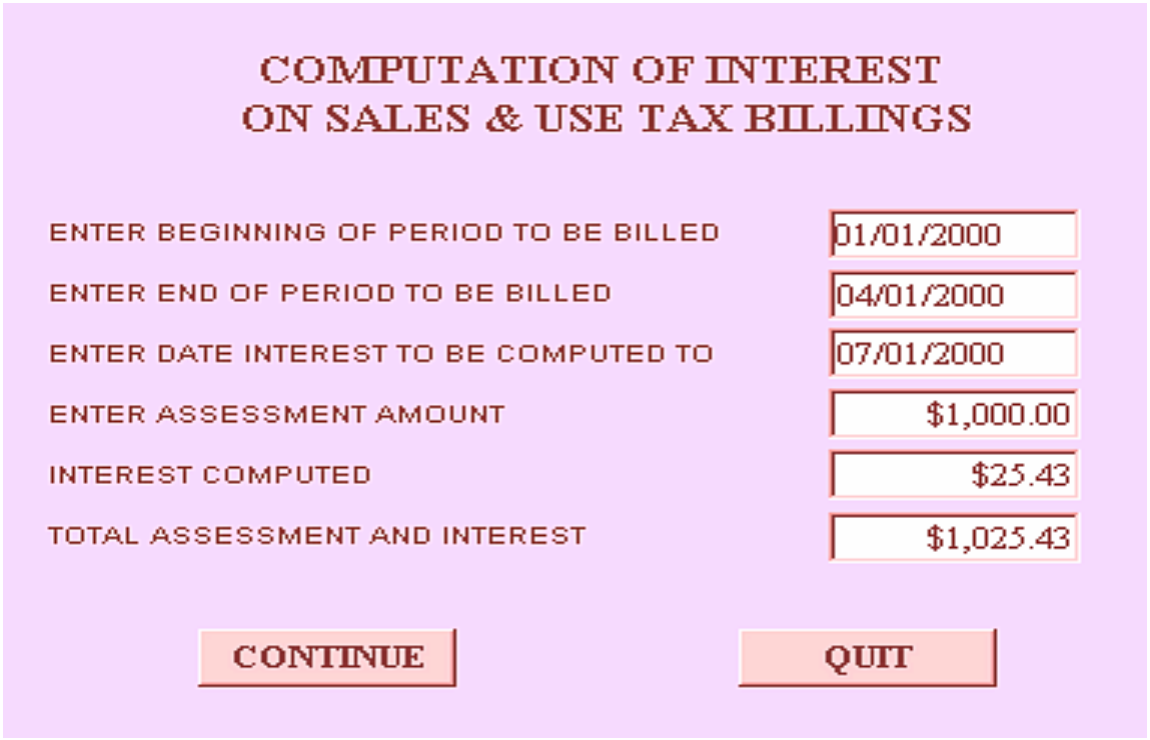
Screen Item	User Action	Action Result
COMPUTATION OF INTEREST PAYBLE ON REFUNDS (AKA Screen 4 – Input Screen)	Select **COMPUTE INTEREST PAYABLE ON REFUNDS** button from the IC Main Menu screen	The Screen 4 – Input Screen is initiated with three (3) blank fields required to compute the results of this selection. If you enter this screen by choosing the Continue command button from the corresponding output screen, the contents of the top two (2) fields remain. However, click or hit Enter on the Clear button to give you all cleared fields. If you want to change only a certain field, select the data then delete the contents therein. Now you may re-type the input field(s) and click Compute as normal. Once you've entered the full eight (8) digit date, the cursor will automatically move to the next field. Also, when entering either the 6 or 8 digit date format, the IC program will add slash marks to the numbers entered

		to create a formatted date.
"Enter Date Interest To Be Computed From:"	Display/Type	This is a mandatory field. Enter the beginning six (6) [or full eight (8)] digit date of which this computation applies in the MMDDYY [or MMDDYYYY] format. For example, enter 010199 for the date of January 1st of 1999. Else, this message will display*: "Please enter a valid month / day / or year"*. This screen **includes** the day you entered in the computation. For example, the date you enter in "Enter Date Interest To Be Computed From" **will** be included in the computation results. This means if the Due Date is 12/20/2000 and you want interest to begin accruing from 12/21/2000, then enter 12/21. Else, if you want the interest to begin accruing on 12/20, then enter 12/20. After you have entered the date the first time, for each subsequent click of the Compute button, this date will remain the same as long as you click the Continue button from corresponding output screen. Once you click the Clear –or- Quit button from this input screen, this field is cleared.
"Enter Date Interest To Be Computed To:"	Display/Type	This is a mandatory field. Enter the ending six (6) [or full eight (8)] digit date of which this computation applies in the MMDDYY [or MMDDYYYY] format. For example, enter 123199 for the date of December 31st of 1999. Else, this message will display: *"Please enter a valid month / day / or year".* Also, if this date is NOT greater than the beginning, this message will display: *"Please Enter An Ending Period Greater Than Beginning Period"*. After you have entered the date the first time, for each subsequent click of the Compute button, this date will remain the same as long as you click the Continue button from the corresponding output screen. Once you click the Clear –or- Quit button from this input screen, this field is cleared.
"Enter Refund Amount"	Display/Type	This is a mandatory field. Enter the dollar amount (with the decimal if cents) of which this computation applies. After you have entered the dollar amount the first time, for each subsequent click of the Compute button, this amount will **NOT** remain if you clicked the Continue button from the corresponding output screen. Once you click the Clear –or- Quit button from this input screen, this field is also cleared. Also, if this dollar ($) amount is NOT entered appropriately, this message will display: "*Please Enter A Valid Numeric Assessment Amount"*.

For details on the functions of the command buttons at the bottom of this screen, see Section 2.2 – Input Screens Command Buttons.

3.2 Field Help For Output Screens

3.2.1 Screen 1 – Output



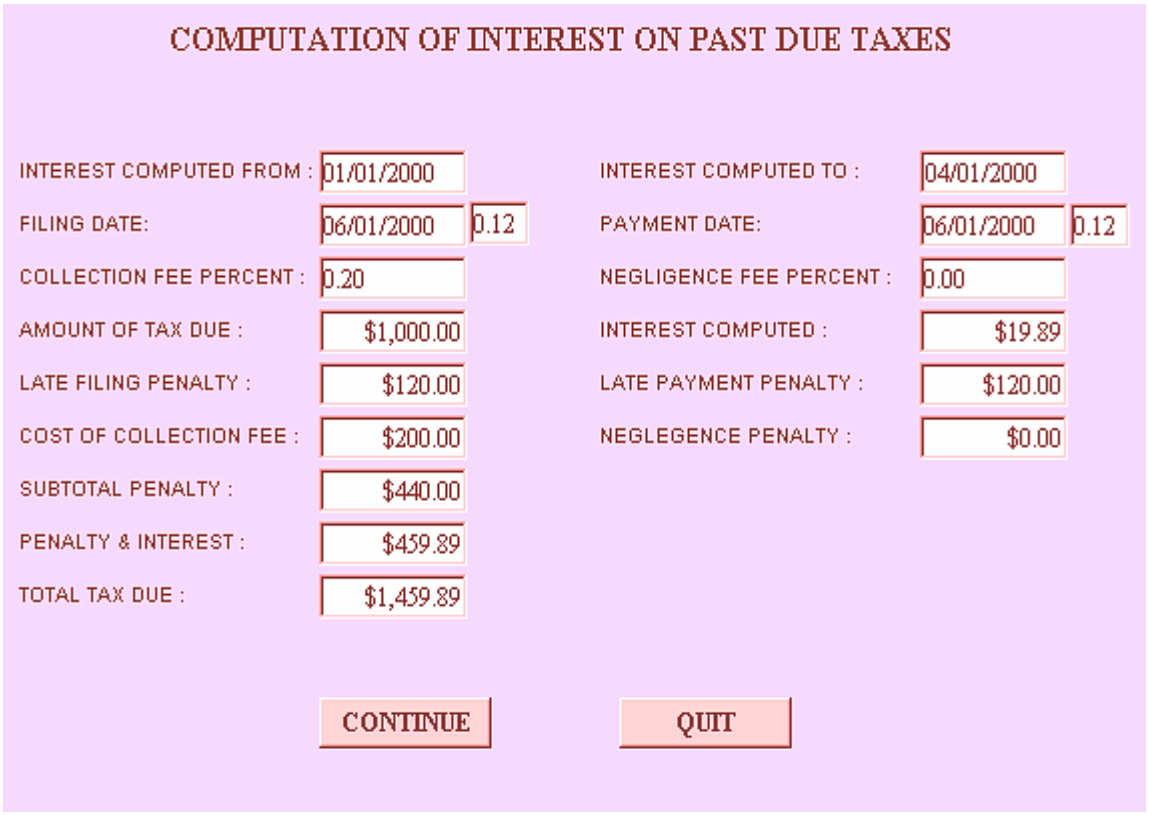
The function of each field on this screen is explained below:

Screen Item	User Action	Action Result
COMPUTATION OF INTEREST ON SALES & USE BILLINGS (AKA Screen 1 – Output Screen)	Select **COMPUTE** button from **COMPUTATION OF INTEREST ON SALES & USE BILLINGS** (AKA Screen 1 – Input Screen)	The Screen 1 – Output Screen is initiated with six (6) fields with results of the IC program. The first four (4) fields are reflected from the data entered on the input screen, required to compute the results of this selection. The last two (2) fields reflect the results of the IC program. See below for more help on these fields.
"Enter Beginning Of Period To Be Billed"	Display/Type	This is reflection of the data you entered on the input screen. REMEMBER: When you have entered the date the first time, after each subsequent click of the Compute button, this date will remain the same as long as you click the Continue button from corresponding output screen.

“Enter End Of Period To Be Billed”	Display/Type	This is reflection of the data you entered on the input screen. REMEMBER: When you have entered the date the first time, after each subsequent click of the Compute button, this date will remain the same as long as you click the Continue button from corresponding output screen.
“Enter Date Interest To Be Computed To”	Display/Type	This is reflection of the data you entered on the input screen. REMEMBER: When you have entered the date the first time, after each subsequent click of the Compute button, this date will remain the same as long as you click the Continue button from corresponding output screen.
“Enter Assessment Amount”	Display/Type	This is the formatted dollar amount reflection of data you entered on the corresponding input screen of which this computation applies.
“Interest Computed”	Display	The IC program will compute the interest due based on the input criteria and display this dollar amount here.
“Total Assessment And Interest”	Display	The IC program will compute the interest due based on the input criteria and add this amount to the original assessment amount and display the summed dollar amount here.

For details on the functions of the command buttons at the bottom of this screen, see Section 2.3 – Output Screens Command Buttons.

3.2.2 Screen 2 – Output



The function of each field on these this screen is explained below:

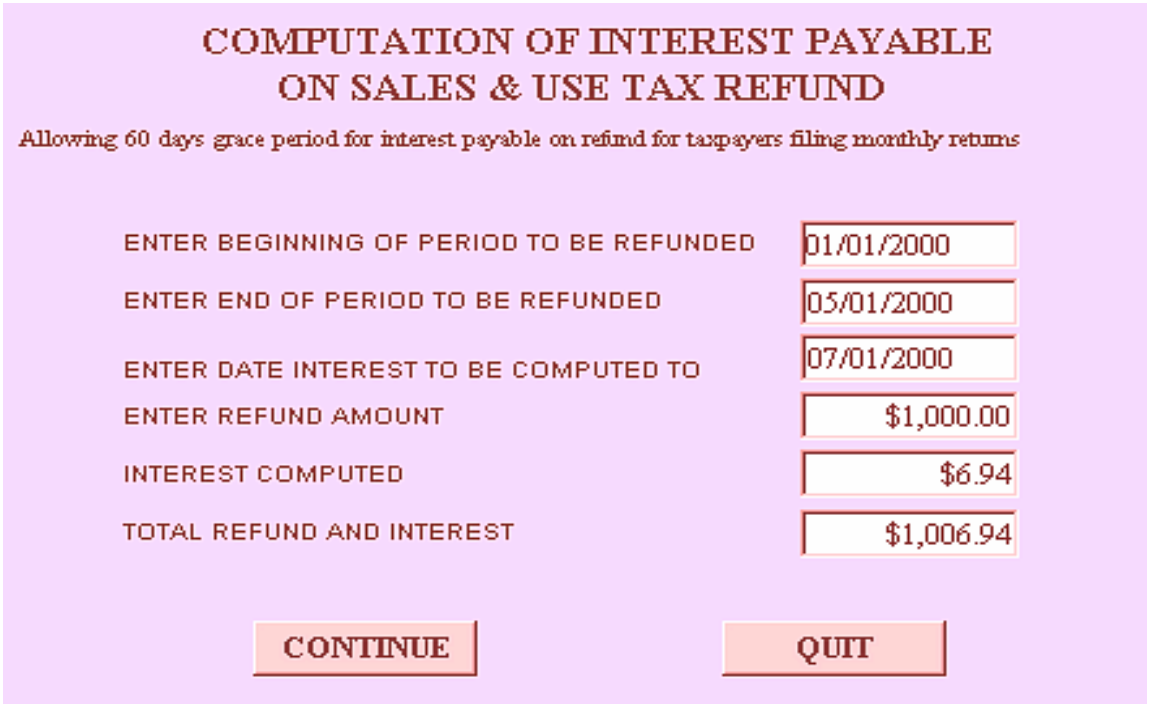
Screen Item	User Action	Action Result
COMPUTATION OF INTEREST ON PAST DUE TAXES (AKA Screen 2 – Output Screen)	Select **COMPUTE** button from **COMPUTE INTEREST ON PAST DUE TAXES** (AKA Screen 2 – Input Screen)	The Screen 2 – Output Screen is initiated with seventeen (17) fields with results of the IC program in two columns. Nine (9) fields are reflected from the data entered on the corresponding input screen, required to compute the results of this selection. The bottom five (5) fields in the left column and the bottom three (3) fields in the right column reflect the results of the IC program.
LEFT COLUMN OF 10 FIELDS:		
"Interest Computed From:"	Display	This is reflection of the data you entered on the input screen. REMEMBER: When you have entered the date the first time, after each subsequent click of the Compute button, this date will remain the same as long as you click the Continue button from corresponding output screen.

"Filing Date" (TWO FIELDS)	Display	This is reflection of the data you entered on the input screen. REMEMBER: When you have entered the date the first time, after each subsequent click of the Compute button, this date will remain the same as long as you click the Continue button from corresponding output screen. The second field on the right is a decimal figure on the late filing date penalty percentage. This is calculated from the IC program at a rate of .02 (2%) for every 30 days. This signifies at what rate the penalty is assessed.
"Collection Fee Percent:"	Display	This is reflection of the data you entered on the input screen. REMEMBER: When you have entered the date the first time, after each subsequent click of the Compute button, this date will remain the same as long as you click the Continue button from corresponding output screen.
"Amount Of Tax Due:"	Display	This is reflection of the data you entered on the input screen. REMEMBER: When you have entered the dollar amount the first time, after each subsequent click of the Compute button, this amount will **NOT** remain the same as long as you click the Continue button from corresponding output screen.
"Late Filing Penalty:"	Display	This is a calculated reflection of the data you entered on the input screen. REMEMBER: When you have entered the penalty assessment the first time, after each subsequent click of the Compute button, this calculation will remain the same as long as you click the Continue button from corresponding output screen.
"Cost Of Collection Fee:"	Display	This is a calculated reflection of the data you entered on the input screen. REMEMBER: When you have entered the penalty assessment the first time, after each subsequent click of the Compute button, this calculation will remain the same as long as you click the Continue button from corresponding output screen.
"Subtotal Penalty:"	Display	This is a calculated summation of the penalty assessment(s) dollars you selected to apply as entered on the input screen.
"Penalty & Interest:"	Display	This is a calculated summation of the contents of the "Subtotal Penalty" amount plus the "Interest Computed" field.
"Total Tax Due"	Display	This is a calculated summation of the contents of the "Subtotal Penalty" amount plus the "Amount Of Tax Due" plus the "Penalty & Interest" field.
RIGHT COLUMN OF 7 FIELDS:		
"Interest Computed To:"	Display	This is reflection of the data you entered on the input screen. REMEMBER: When you have entered the date the first time, after each subsequent click of the

		Compute button, this date will remain the same as long as you click the Continue button from corresponding output screen.
"Payment Date:" (TWO FIELDS)	Display	This is reflection of the data you entered on the input screen. REMEMBER: When you have entered the date the first time, after each subsequent click of the Compute button, this date will remain the same as long as you click the Continue button from corresponding output screen. The second field to the right is a decimal figure on the late payment date penalty percentage. This is calculated from the IC program at a rate of .02 (2%) for every 30 days. This signifies at what rate the penalty is assessed.
"Negligence Fee Percent:"	Display	This is reflection of the data you entered on the input screen. REMEMBER: When you have entered the application of this assessment the first time, after each subsequent click of the Compute button, this assessment will remain the same as long as you click the Continue button from corresponding output screen.
"Interest Computed:"	Display	This is calculated interest amount based on the data you entered on the input screen.
"Late Payment Penalty:"	Display	This is a calculated reflection of the data you entered on the input screen. REMEMBER: When you have entered the penalty assessment the first time, after each subsequent click of the Compute button, this calculation will remain the same as long as you click the Continue button from corresponding output screen.
"Negligence Penalty:"	Display	This is a calculated reflection of the data you entered on the input screen. REMEMBER: When you have entered the penalty assessment the first time, after each subsequent click of the Compute button, this calculation will remain the same as long as you click the Continue button from corresponding output screen.

For details on the functions of the command buttons at the bottom of this screen, see Section 2.3 – Output Screens Command Buttons.

3.2.3 Screen 3 – Output



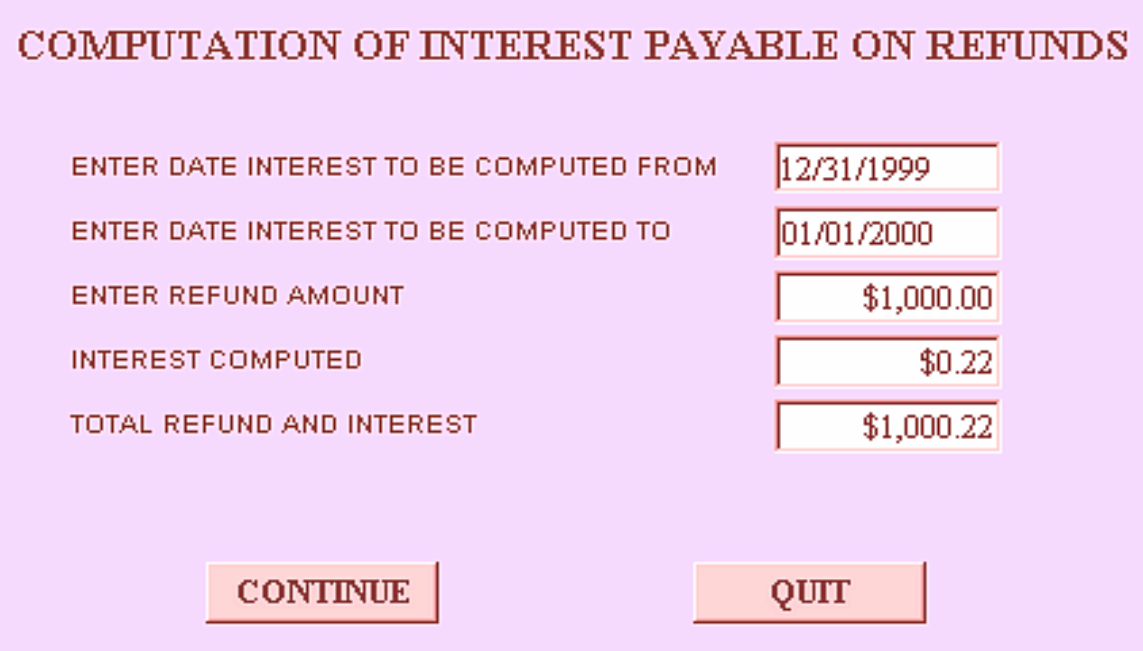
The function of each field on this screen is explained below:

Screen Item	User Action	Action Result
COMPUTATION OF INTEREST PAYABLE ON SALES & USE TAX REFUND (AKA Screen 3 – Output Screen)	Select **COMPUTE** button from **COMPUTATION OF INTEREST PAYABLE ON SALES & USE TAX REFUND** (AKA Screen 3 – Input Screen)	The Screen 3 – Output Screen reflects six (6) fields with results of the IC program. The first four (4) fields are reflected from the data entered on the corresponding input screen, required to compute the results of this selection. The last two (2) fields reflect the output results of the IC program.
"Enter Beginning Of Period To Be Refunded"	Display	This is reflection of the data you entered on the input screen. REMEMBER: When you have entered the date the first time, after each subsequent click of the Compute button, this date will remain the same as long as you click the Continue button from corresponding output screen.
"Enter End Of Period To Be Refunded"	Display	This is reflection of the data you entered on the input screen. REMEMBER: When you have entered the date the first time, after each subsequent click of the Compute button, this date will remain the same as long as you click the Continue button from corresponding output screen.

“Enter Date Interest To Be Computed To”	Display	This is reflection of the data you entered on the input screen. REMEMBER: When you have entered the date the first time, after each subsequent click of the Compute button, this date will remain the same as long as you click the Continue button from corresponding output screen.
“Enter Refund Amount”	Display	This is reflection of the dollar amount data you entered on the input screen. It is the formatted dollar amount of which this computation applies.
“Interest Computed”	Display	The IC program will compute the interest due based on the input criteria and display this dollar amount here.
“Total Refund And Interest”	Display	The IC program will compute the interest due based on the input criteria and add this amount to the original refund amount and display this summed dollar amount here.

For details on the functions of the command buttons at the bottom of this screen, see Section 2.3 – Output Screens Command Buttons.

3.2.4 Screen 4 – Output



The function of each field on this screen is explained below:

Screen Item	User Action	Action Result
COMPUTATION OF INTEREST PAYABLE ON REFUNDS (AKA Screen 4 – Output Screen)	Select **COMPUTE** button from **COMPUTATION OF INTEREST PAYABLE ON REFUNDS** (AKA Screen 4 – Input Screen)	The Screen 4 – Output Screen reflects five (5) fields with results of the IC program. The first three (3) fields are reflected from the data entered on the corresponding input screen, required to compute the results of this selection. The last two (2) fields reflect the computing results of the IC program.
"Enter Date Interest To Be Computed From"	Display	This is reflection of the data you entered on the input screen. REMEMBER: When you have entered the date the first time, after each subsequent click of the Compute button, this date will remain the same as long as you click the Continue button from corresponding output screen.
"Enter Date Interest To Be Computed To"	Display	This is reflection of the data you entered on the input screen. REMEMBER: When you have entered the date the first time, after each subsequent click of the Compute button, this date will remain the same as long as you click the Continue button from corresponding output screen.
"Enter Refund	Display	This is reflection of the dollar amount data you

Amount”		entered on the input screen. It is the formatted dollar amount of which this computation applies.
“Interest Computed”	Display	The IC program will compute the interest due based on the input criteria and will display this dollar amount here.
“Total Refund And Interest”	Display	The IC program will compute the interest due based on the input criteria and will add this amount to the original refund amount and will display this summed dollar amount here.

For details on the functions of the command buttons at the bottom of this screen, see Section 2.3 – Output Screens Command Buttons.

4.0 APPENDICES

4.1 Appendix 1 Glossary

Button (-or- Command Button)
Boxes at the bottom of the screens that you click –or- highlight with the Tab key and hit Enter key to perform an action. For example, Compute, Continue, and Quit.

Click
To press the left mouse button one time.

Cursor
The pointer on the screen (usually this is a small bold vertical line) that shows you the current field location on the screen for data entry or performing a function.

Disabled
When a data entry field or a command button is disabled, you cannot enter data in the field or click on the button to perform a function. A disabled field or button will have a grayish color, or will not be as bold as an enabled field or button.

Division of Information Technology
The division of the Kentucky Revenue Cabinet responsible for developing and maintaining computer applications.

Double click
To press the left mouse button two times quickly.

Edit (-or- Type)
To change something on a screen. For example, when you enter a date on the **Compute Interest On Past Due Taxes** screen, you are editing that data.

Field
A field is any area where a user can enter data. For example, the Total Tax field on the Calculate Liability screen is the rectangular box where the user types in the tax amount.

Mandatory field
A field that cannot be left blank. If the field is left blank, and you try to compute or exit the screen, a message will be displayed telling you that you must enter data in the mandatory field.

Select (-or- Highlight)

This is the process of enabling or highlighting a field. Either with your mouse, Tab or Enter keys, you may select a field or command button. You are able to cut or enter data in the field or from clicking on the button to perform a function.

4.2 Appendix 2 Interest Rates Table

The maintenance of the interest rates table used by the IC program is a responsibility of the Division Of Information Technology (DOIT) staff. These interest rates are established and updated on the RevWeb server and security measures are taken to only enable certain staff to update these tables. However, there are employees in KRC, that serve as IC Rates Verifiers, who assist the DOIT staff to ensure that these rates are correct. If you have any questions about the appropriate rates, please contact these staff and/or your supervisor.

Also, you may print off this table on the IC program by clicking on the state seal from the IC Main Menu, then click on Browse button. Print as appropriate.

The following is a reflection of the current interest rates table used by the IC program:

Revenue Cabinet
Interest Computing Program
Annual Interest Rates Table

Refund Year	Refund Rate	Tax Due Year	Tax Due Rate	No of days in Year
198201	0.12	1982	0.16	365
198301	0.0975	1983	0.13	365
198401	0.0825	1984	0.11	366
198501	0.0975	1985	0.13	365
198601	0.075	1986	0.1	365
198701	0.06	1987	0.08	365
198801	0.0675	1988	0.09	366
198901	0.075	1989	0.1	365
199001	0.0825	1990	0.11	365
199007	0.11	1990	0.11	365
199101	0.1	1991	0.1	365
199201	0.08	1992	0.08	366
199301	0.07	1993	0.07	365
199401	0.07	1994	0.07	365
199501	0.08	1995	0.08	365
199601	0.09	1996	0.09	366
199701	0.08	1997	0.08	365
199801	0.09	1998	0.09	365
199901	0.08	1999	0.08	365

200001	0.08	2000	0.08	366
200101	0.99	2001	0.99	365
200201	0.99	2002	0.99	365
200301	0.99	2003	0.99	365
200401	0.99	2004	0.99	366
200501	0.99	2005	0.99	365
200601	0.99	2006	0.99	365
200701	0.99	2007	0.99	365
200801	0.99	2008	0.99	366
200901	0.99	2009	0.99	365
201001	0.99	2010	0.99	365
201101	0.99	2011	0.99	365
201201	0.99	2012	0.99	366
201301	0.99	2013	0.99	365
201401	0.99	2014	0.99	365
201501	0.99	2015	0.99	365
201601	0.99	2016	0.99	366
201701	0.99	2017	0.99	365
201801	0.99	2018	0.99	365
201901	0.99	2019	0.99	365
202001	0.99	2020	0.99	366